User's Manual

E-Grants
Consolidated Application

Title IIA

Improving Teacher Quality

Spring 2008

TABLE OF CONTENTS

OPI

KEY

☆   **Critical Tip**

➤   **Blue block arrows point to on-screen links.**

➤   **Magenta block arrows point to program tabs (pages).**

➤   **Green block arrows point to buttons or check boxes.**

➤   **Red block arrows point to on-screen text..**

GETTING STARTED

⭐ **Note: Various training and instruction files are available from the OPI E-Grants page:** **http://opi.mt.gov/EGrants/Index.html**
Look under Training & Instructions. There are many helpful files accessible from the Training option:

OPI

Name	Last Modified	Size
08JuneOverview.pdf	06/23/08	6646894
08NCLBCarryoverInstr.pdf	04/04/08	58652
2008ConsortiaSystemv3.pdf	03/17/08	40540
E-GrantsQuickTips.pdf	05/29/07	53806
E-GrantsSecurityInstrV2.pdf	04/12/07	553000
E-Grants_CashRequestExpenditures.pdf	09/27/07	819579
E-Grants_PageLockControl.pdf	04/12/07	639916
EGrants_User_Training.pdf	04/12/07	3000871
ESEA-NCLB_Commitment.pdf	03/19/08	253876
Login_To_E-Grants.pdf	06/01/07	110146
PlanningTool.pdf	05/14/07	117420
PowerPointMay5-6.ppt	05/06/08	3630080
PrintAllFunction.pdf	07/23/07	76790

Especially helpful is the PDF file called Basic Steps to Complete the ESEA/NCLB Consolidated Application in E-Grants.

OPI
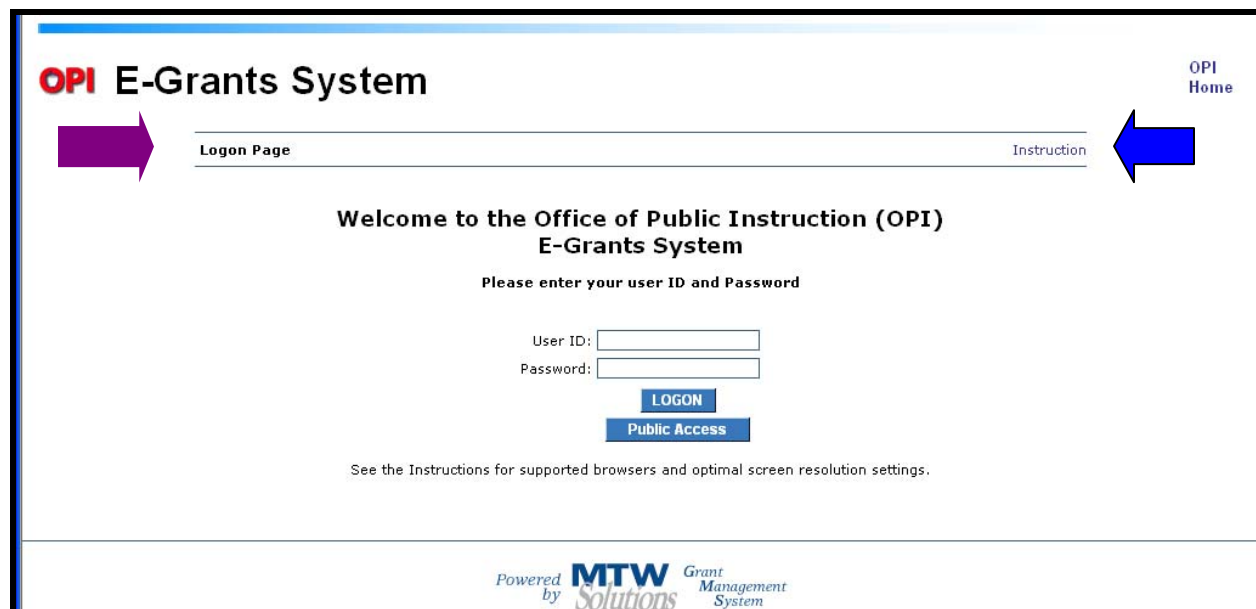
BEFORE YOU CAN DO INDIVIDUAL PROGRAM PAGES

Go to the **Logon Page** of the OPI E-Grants System, and read the **Instructions**.
Then logon to the system.
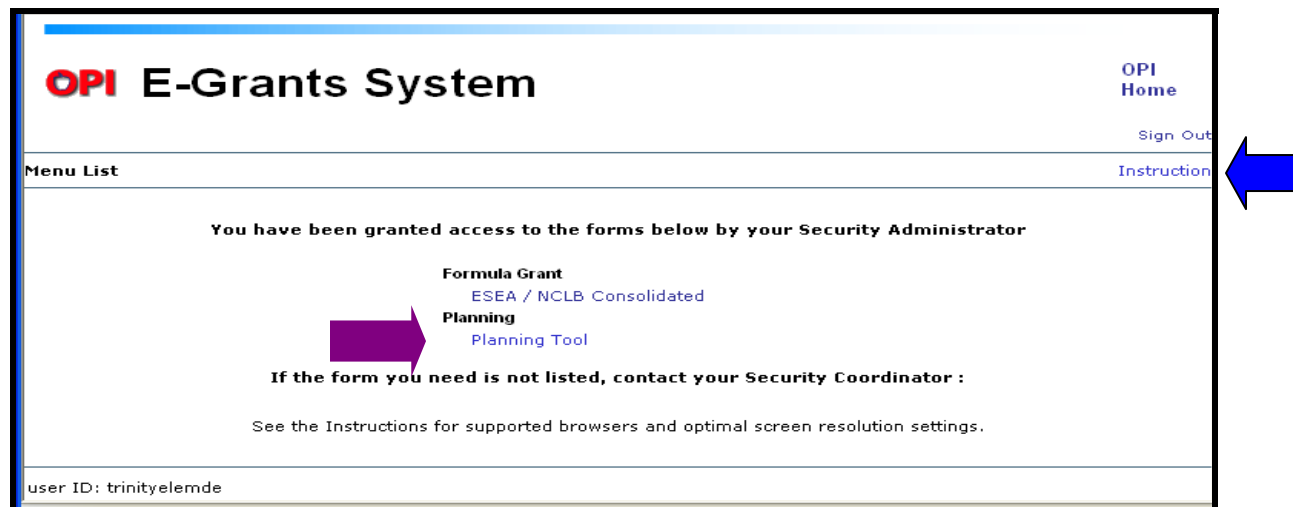
A successful logon to the E-Grants system will take you to the **Menu List** screen.
Make sure you read the **Instructions** for this page. You will find many helpful
hints concerning general operations and procedures in the E-Grants system.

Before you do any work on the individual title pages, you must work through the
Planning Tool pages. Select the **Planning Tool** from the Menu List.

OPI

In the Planning Tool, there are seven different Topic tabs (or pages).

Applicant Name: Legal Entity:

Application: Planning Tool

Printer-Friendly
Click to Return to Plan Select
Click to Return to Menu List / Sign Out

| Overview | Topic 1 | Topic 2 | Topic 3 | Topic 4 | Topic 5 | Topic 6 | Topic 7 |

Planning Tool & Report Overview

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

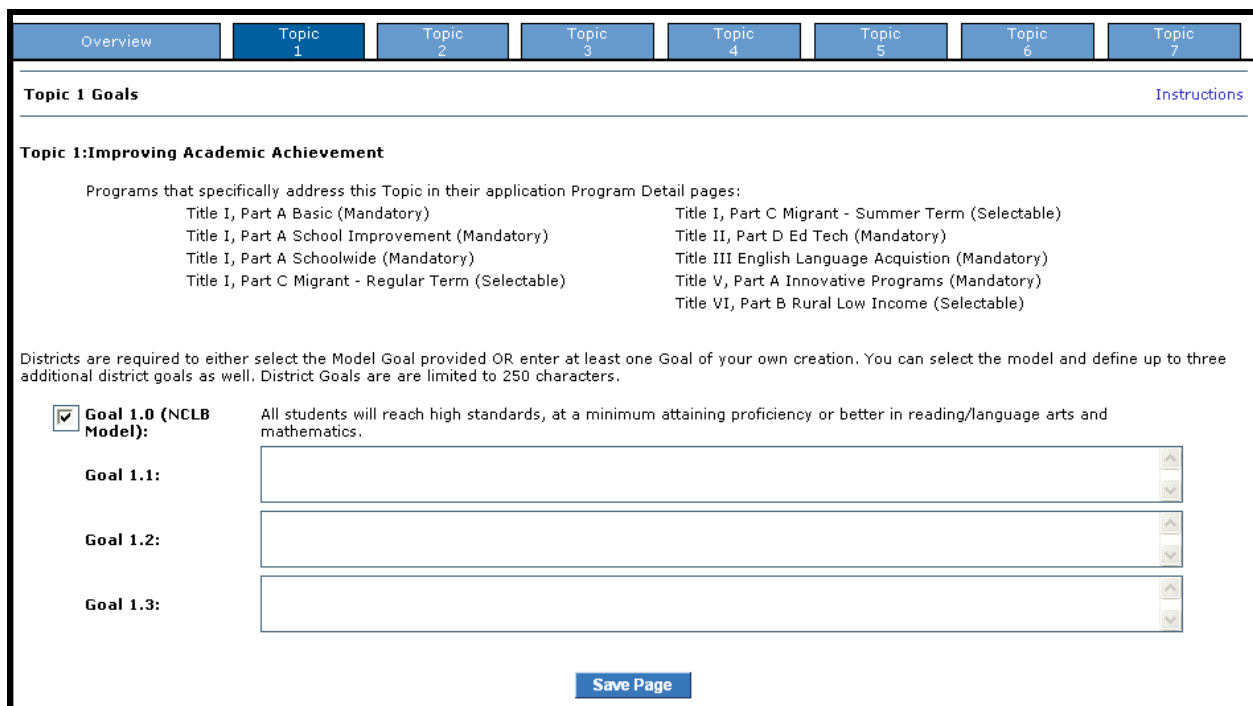1. **Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.

    Topic 1: Improving Academic Achievement

    Topic 2: Assuring Qualified Personnel

    Topic 3: Improving Graduation Rates

    Topic 4: Improving School Climate

    Topic 5: Providing Education Appropriate to Students' Needs

    Topic 6: Increasing Parent and Community Involvement

    Topic 7: Providing Quality Career and Technical Education Programs

> **There are seven different Topic tabs (or pages)**

2. **Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.

OPI

- **You must specify at least one <u>goal</u> for each <u>topic</u>. You may either accept the NCLB Model Goal, or you may enter up to three district-specific goals in the text boxes provided.**

- **Make sure you Save every page before you leave it! (Click the Save Page button.)**

- **Goals specified for the title programs will be brought into the individual title Budget Detail and Activity pages.**

Overview	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7

Topic 1 Goals   Instructions

Topic 1:Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A School Improvement (Mandatory)	Title II, Part D Ed Tech (Mandatory)
Title I, Part A Schoolwide (Mandatory)	Title III English Language Acquistion (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title V, Part A Innovative Programs (Mandatory)
	Title VI, Part B Rural Low Income (Selectable)

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are are limited to 250 characters.
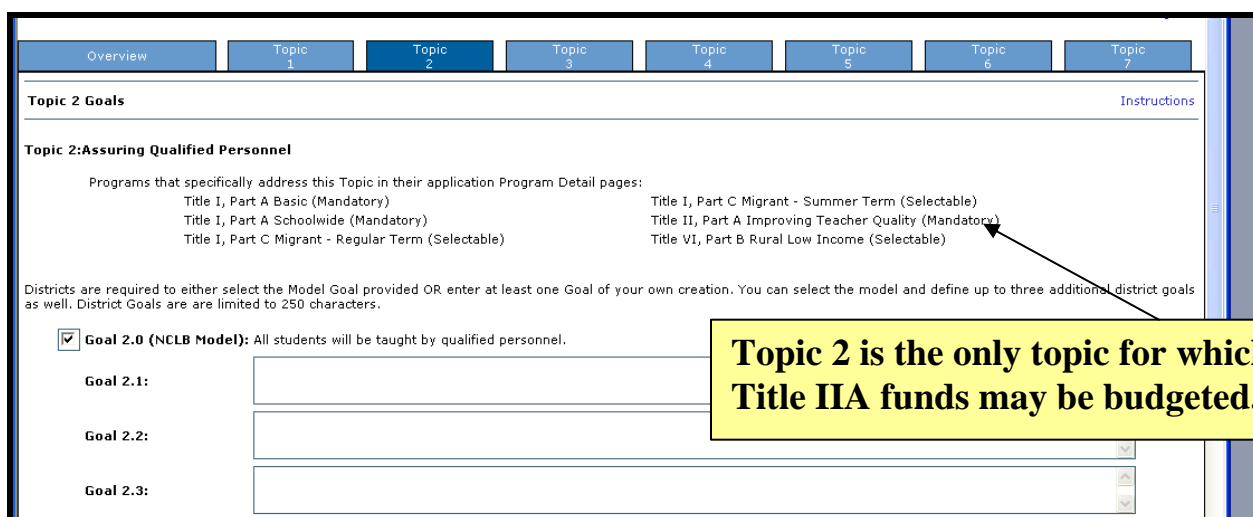
☑ **Goal 1.0 (NCLB Model):** All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.

Goal 1.1: [text box]

Goal 1.2: [text box]

Goal 1.3: [text box]

[Save Page]

Overview	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7

Topic 2 Goals   Instructions

Topic 2:Assuring Qualified Personnel

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A Schoolwide (Mandatory)	Title II, Part A Improving Teacher Quality (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title VI, Part B Rural Low Income (Selectable)

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are are limited to 250 characters.

☑ **Goal 2.0 (NCLB Model):** All students will be taught by qualified personnel.

Goal 2.1: [text box]

Goal 2.2: [text box]

Goal 2.3: [text box]

> **Topic 2 is the only topic for which Title IIA funds may be budgeted.**

OPI

- **Once the Planning Tool is completed:**
  - **Click on the Return to Menu List**

- **Click on ESEA/NCLB Consolidated**

- **This will take you to the Application Select screen:**
    - **If the district has not yet created an application, click on the Create Application button.**
    - **The Instructions link brings up a PDF file with helpful information and tips.**

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2007-2008					
◯	08-ESEA-00 Original Application	06-14-2007	06-26-2007	Final Approved	06-26-2007

- **If the district has already created an application:**
    - **At first, none of the buttons will be active.**
    - **Click in the radio button next to the application to activate appropriate buttons.**
    - **Then click on the Open Application button.**

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2008-2009					
◉	09-ESEA-00 Original Application			Not Submitted	
2007-2008					
◯	08-ESEA-00 Amendment 1	09-04-2007	09-11-2007	Final Approved	09-11-2007
◯	08-ESEA-00 Original Application	06-14-2007	08-31-2007	Final Approved	08-31-2007

OPI

Either of these actions will open the application to the
ESEA/NCLB Consolidated Programs screen.

- **On this page:**
  - **Fill out the Contact Information tab. Make sure to include contacts for specific programs.**
    - **Complete phone number information for the authorized representative and the district clerk.**

- **Contact Information** (continued)
- **As shown below, scroll to the bottom of the Contact Information page and add e-mail addresses for people who should receive automated approval/disapproval notices. (These e-mails are automatically sent only to the login under which the application was submitted to the OPI.)**

  Remember to click the Save Page **button.**

OPI

Click on the Funding tab. A page comes up showing the allocations for each title. Decide how you want to spend your money, keeping in mind the goals you have defined in the Planning Tool.

- **Fill out the Funding/Allocations tab, specifying any fund transfers or refusal of funds. Remember to click the** [Save Page] **button.**

To

Complete the section below to notify the SEA that the applicant is transferring or flexing funds per the provisions of the State and Local Transferablity Act. Guidance on Transferability is available at http://www.ed.gov/programs/transferability/finalsummary04.doc. Guidance on REAP/Flex is available at http://www.ed.gov/policy/elsec/guid/reap03guidance.doc

Funds Available for Transfer/Flex	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Applicable Percentage	0%	0%	100%	100%	0%	100%	100%	0%
Current Year	$0	$0	$1,735	$24	$0	$44	$0	$0
Cap for Carryover								
Total Available for Transfer/Flex	$0	$0	$1,735	$24	$0	$44	$0	$0
From TitleIIA (+)				0	0	0	0	
From TitleIID (+)			0		0	0	24	
From TitleIVA (+)			0	0	0		44	
From TitleVA (+)			0	0	0	0		
Total Transfer/Flex	$0		$0	($24)	$0	($44)	$68	$0

From

If you have an approved Schoolwide plan, you are eligible to transfer funds to the Schoolwide program. You may transfer up to the amount indicated for each of the other Titles. Funds transferred to Schoolwide below will be available for budgeting under the Schoolwide program. The Title I amount transferred to Schoolwide will be edited against amounts entered on Targeting Step 4. The Title I transfer amount must be greater than or equal to the sum of the Public Allocation for each school marked Schoolwide (SWP).

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Amount Available for Transfer	$0		$1,735	$0	$0	$0	$0	$0
To School Wide (-)	0		0	0	0	0	0	0

Refusal Checkboxes

Funds not applied for (SEA may reallocate funds to other grantees)	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Current Year Funds	☑		☐	☐	☐	☐	☐	☐
Prior Year Funds	☐		☐	☐	☐	☐	☐	☐

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Net Adjustment	($1,564)	$0	$0	($24)	$0	($44)	$68	$0
Total Available for Budgeting	$0	$0	$1,735	$0	$0	$0	$68	$0
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

[Calculate Totals] [Save Page]

OPI

- **Click on the Funding/Topic Funding tab. For each title with funds available for budgeting, this page displays the topics that were specified in the Planning Tool.**

- **This is a read-only page except for Title VI.**

		TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Total Available for Budgeting		$0	$0	$1,155	$0	$0	$0	$0	$0

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Topic 1: Improving Academic Achievement	☐	☐	☐	☐	☐	☐	☐	☐
Topic 2: Assuring Qualified Personnel	☐	☐	☑	☐	☐	☐	☐	☐
Topic 3: Improving Graduation Rates	☐	☐	☐	☐	☐	☐	☐	☐
Topic 4: Improving School Climate	☐	☐	☐	☐	☐	☐	☐	☐
Topic 5: Providing Education Appropriate to Students' Needs	☐	☐	☐	☐	☐	☐	☐	☐
Topic 6: Increasing Parent and Community Involvement	☐	☐	☐	☐	☐	☐	☐	☐
Topic 7: Providing Quality Career and Technical Education Programs	☐	☐	☐	☐	☐	☐	☐	☐
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

Save Page
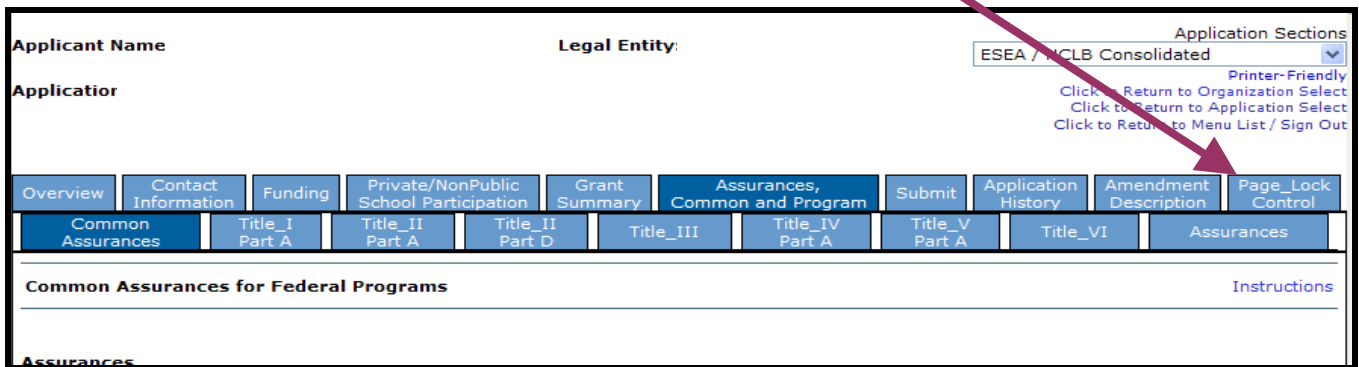
Topic Funding

At least one checkbox must be ch...

If the district has a Title VI allocation, the Title VI checkboxes are open, and the district must select their topic(s) here. *The only topics allowed in Title VI are topics 1, 2, 4, and 6. (Do not check any other topics.)*

		TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Total Available for Budgeting		$698,442	$0	$200,983	$0	$117	$0	$12,269	$26,518

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Topic 1: Improving Academic Achievement	☑	☐	☐	☐	☑	☐	☑	☐
Topic 2: Assuring Qualified Personnel	☑	☐	☑	☐	☐	☐	☐	☐
Topic 3: Improving Graduation Rates	☐	☐	☐	☐	☐	☐	☐	☐
Topic 4: Improving School Climate	☐	☐	☐	☐	☐	☐	☐	☐
Topic 5: Providing Education Appropriate to Students' Needs	☐	☐	☐	☐	☐	☐	☐	☐
Topic 6: Increasing Parent and Community Involvement	☑	☐	☐	☐	☐	☐	☐	☐
Topic 7: Providing Quality Career and Technical Education Programs	☐	☐	☐	☐	☐	☐	☐	☐

OPI

- **If you are the Authorized Representative, fill out the Assurances tabs. The Authorized Representative must:**

    1. **Agree to the Common Assurances.**

    2. **Agree to individual program assurances for each title for which funds have been budgeted.**

    3. **Go to the final Assurances tab, and click the**
       [Legal Entity Agrees] button.

- **(See the Instructions links on these pages! Make sure you click on the [Save Page] button!)**

OPI

Select **Title II, Part A – Improving Teacher Quality** from the drop-down box.
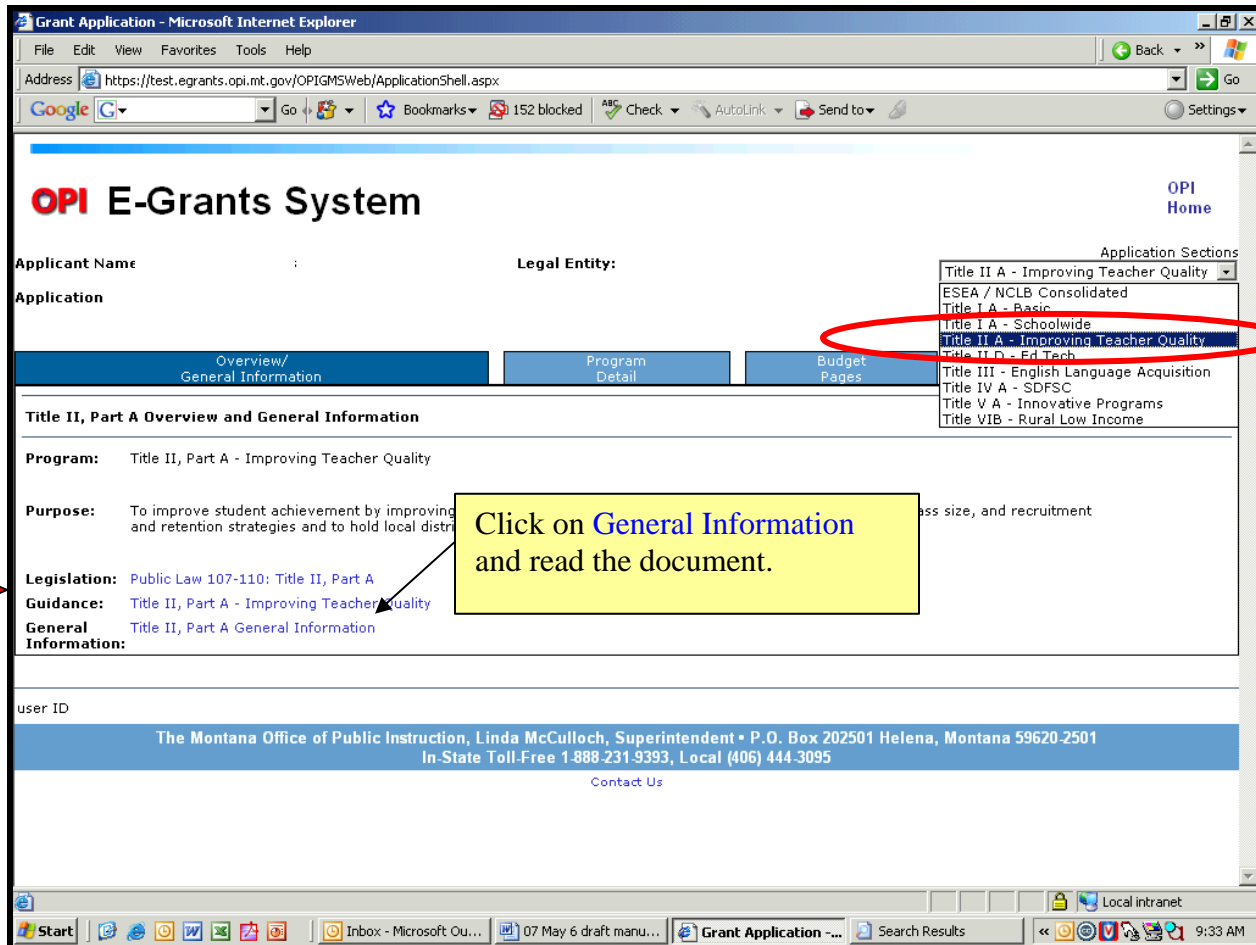
Notice that the <u>legislation</u> and <u>guidance</u> links will take you to the US Department of Education Web site.

Click on and read the **Title II, Part A General Information**

OPI

BUDGET PAGES

- **Click on the Budget Pages Tab.**
- **This displays the Private/Nonpublic Equitable Share Tab.**
- **Note the Instructions file available for this page.**
  - **On this page you <u>MUST</u> enter numbers for private/nonpublic elementary and high school enrollment on lines 5a and 5b respectively.**
  - **Then click the** `Save Page` **button.**

Overview/ General Information		Program Detail	Budget Pages	Page_Lock Control
Private/Nonpublic Equitable Share		Budget Detail	Property and Equipment	Budget Summary

Private/Nonpublic Schools Share   Instructions

The amounts at the beginning of each line are the values used in, and the results of, the calculations the last time this page was saved. The amounts displayed in the second boxes on lines 1 through 4 are the current values for each of these variables and are the values that will be used in the calculations the next time the page is saved. The two amounts on each of these four lines must be equal in order to pass the consistency check. This will ensure that the page truly reflects the effects of any changes made in program or budget.

1. `1,155` Amount available for public and private/nonpublic schools used in last save of this page. Current Amount available: `1,155`

2. `0` Budgeted Indirect Cost amount (from the Budget Detail page). Current Indirect Cost on the Budget Detail page: `0`

3. `1,000` Budgeted public district expenditures for Class-Size Reduction, Recruitment, and Retention. Current sum of 10CSR, 10REC and 10RET on the Budget Detail page: `1,000`

4. `155` Remaining funds for Professional Development (Line 1 - Line 2 - Line 3 calculated only on Save). Amount calculated with lines 1-3 current amounts: `155`

5a. `1` Enter the number of participating elementary private/nonpublic students. (District must enter enrollment). (Click to see Private/Nonpublic Participation List - no enrollment data)

5b. `1` Enter the number of participating high school private/nonpublic students. (District must enter enrollment).

6. `13` Public District Enrollment (Sum of Fiscal Agent and all member LE counts if System or Consortium)

7. `15` Sum of Public District and Private/Nonpublic Enrollments (Line 5a + Line 5b + Line 6 calculated only on Save)

8. `0.133333` Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment ((Line 5a + Line 5b) / Line 7 calculated only on Save)

9. `21` Equitable Share (Line 8 X Line 4 rounded to a whole dollar, calculated only on Save)

10. `5` Nonpublic Hold Harmless: Amount of services for which private/nonpublic schools were eligible in FY2002. (Sum of the following calculations for Elementary and High School amounts, calculated only on Save)

FY 2002 Elementary Per Pupil Amount: `4.91` X Line 5a equals `5`

FY 2002 High School Per Pupil Amount: ` ` X Line 5b equals `0`

11. `21` Amount to be budgeted for private school services. (larger of lines 9 and 10 - determined on Save)

`Save Page`

⭐   **Whenever you make a change on the Budget Detail page, you <u>must</u> come back to the Private/Nonpublic Equitable Share page and click the** `Save Page` **button again to make sure the calculations are correct.**

OPI

BUDGET DETAIL PAGE

- See the **Instructions** for descriptions of **Purpose Categories** and **Object Codes**

- The drop-down arrow in the Purpose Category column allows you to choose one of four **Purpose Categories** corresponding to the four activities available on the Program Detail page. In each row on the Budget Detail page, choose the Purpose Category for the Activity where you are going to spend your Title IIA funds.

- Within each Purpose Category, budget the funds in the proper **Object Codes**.
  - Note: Object code 300 is where you put your curriculum cooperative costs.

- The **Calculate Totals** button does not save the data; it gives you running totals as you work.
- Click the **Save Page** button to both calculate and save the page. The page will not save until the budget is balanced.
  - Be sure you do not leave the page before the **Save** is complete.

PROGRAM DETAIL TAB

Choosing Activities:

⭐ **Note: The Activities (pages 17-20 of this manual) implemented and the corresponding entries on the Budget Detail (page 15 of this manual) must align with the Topic, Goal(s), Objective, and Performance Indicator listed on this page.**

- **If this title program has funds available, at least one of the Activities must be checked.**

- **Clicking any of the Activity boxes will check the box and will open areas requesting more information.**

OPI

Activity 1: Professional Development in the core areas for teachers, principals, and paraprofessionals

- **Please click on the <u>Criteria for High Quality Professional Development</u> link and study the criteria.**

1. **Check at least one core area in group (a) checkboxes.**
2. **Check at least one type of professional development to be offered in (b).**
3. **Specifically describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development as shown in the screen shot above.**

CLICK THE [Save Page] BUTTON WHEN DONE!

Required fields: The application cannot be saved or submitted if
1. **Any of the three items above are left blank.**
2. **The information exceeds the maximum number of characters.**

NOTE: The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed the limits, please write your response to the text box in Word then use Word Count on the Tools menu to count the characters including spaces. Remember, E-Grants will not accept formatted text.

OPI

Activity 2: Hiring highly qualified teachers to reduce class size

☑ Activity 2 - The district will hire highly qualified teachers to reduce class size in the following grade levels.

Number of teachers hired to reduce class size: 4.50

Grade to be reduced	Subject to be reduced (9-12 and Other required if student count entered)	Students / Teacher before reduction	Students / Teacher after reduction
K		28	15
1		25	18
2		21	19
3			
4			
5			
6			
7			
8			
9	Mathematics	39	20
10			
11			
12			
Other (Identify in subject)			

- **Fill in the number of highly qualified core content teachers to be hired to reduce class size (the field will accept up to two decimal places).**
- **Fill in the number of students per teacher before and after reduction.**
- **If grades 9-12 or Other are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)**
- **Give a short description of Other, such as "grade 3-4 combo" if you are breaking a grade combination into two separate grades.**

    Required fields: The application cannot be saved or submitted if any of these are left blank:
    1. **Number of highly qualified teachers to be hired**
    2. **Number of students before and after reduction**
    3. **Subject for grades 9-12 and Other**

CLICK THE [Save Page] **BUTTON WHEN DONE!**

OPI

Activity 3: <u>Retaining highly qualified teachers</u>

☑ Activity 3 - The district will perform the following in order to retain highly qualified teachers:

☐ Mentoring programs
☐ Other - Provide information (500 Character Maximum)

⭐ **Note: Retention of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.**

- **Since teachers often leave in their first years of service, mentoring is commonly selected.**

- **Only highly qualified core content area teachers with a record of improving student achievement can be retained with Title IIA funds.**

- **No raises may be given, no salaries may be paid, and no retention bonus may be rotated among members of a small staff to counter low wages or benefits. This is supplanting local responsibility.**

- **If <u>Other</u> is chosen, provide a short description. There is a limit of 500 characters on this field.**

- **<u>Required fields:</u> If Activity 3 is selected, there must be a check in one of the two choices. The application cannot be saved or submitted if no boxes are checked.**

CLICK THE   Save Page   BUTTON WHEN DONE!

OPI

Activity 4: <u>Recruiting highly qualified teachers</u>

☑ **Activity 4 - The district will recruit highly qualified teachers by:**

   ☑ offering a signing bonus or other incentive.
   What signing bonus or other incentive do you plan to offer? (500 Character Maximum)

   Examples:

   $2,000 one-time signing bonus to recruit a highly qualified reading teacher.
   $2,00 toward moving expenses for our newly-hired highly qualified mathematics teacher.

   ☐ Other (80 Character Maximum) _____
   ☐ Other (80 Character Maximum) _____

⭐ **Note: Recruitment of highly qualified core area teachers can be a union issue, so please check your negotiated agreement.**

- **Only highly qualified core content teachers for hard-to-fill positions may be recruited with Title IIA funds.**

- **Recruitment incentives are a one-time encouragement to join your staff, not ongoing compensation. Retention incentives cannot be used to raise a teacher's salary or to provide permanent increases in salary or benefits.**

- **If Activity 4 is selected, there must be a check in one of the three boxes and a brief description in the text box.**

   <u>Required fields:</u> **The application cannot be saved or submitted if:**
   1. **No boxes are checked**
   2. **The information exceeds the maximum number of characters**
      NOTE: The first text box (500 character maximum) will accept a large amount of information, but will not save it.   The other two text boxes allow entry of only 80 characters. You may write your text box response in <u>Word</u>, then do a <u>Tools/Word Count</u> to count the characters including spaces to be sure that you do not exceed the limits, then copy the text into E-Grants. Remember, E-Grants does not accept formatted text such as bulleted lists.

CLICK THE [Save Page] BUTTON WHEN DONE!

OPI

SUMMARY OF TIPS FOR COMPLETING E-GRANTS APPLICATIONS

<u>Before</u> starting an application :

- Go to the E-Grants web page at: http://opi.mt.gov/EGrants/Index.html
- Select
    - o Training and Instructions/Training/Training
    - o E-GrantsQuickTips.pdf – these instructions were written for last year's application, and are no longer accurate for features that have been updated this year (for example, Private/Nonpublic pages, Assurances).
- **Or** select Training & Instructions/E-Grants Overview Training Guide.pdf – Note that some program changes have been made since this file was written, in particular the Private/Nonpublic pages and the Assurances pages.

Complete these pages before completing program pages:

- Planning Tool – This is a separate menu choice on the **Menu List** screen
- ESEA/NCLB Consolidated
    - o **Contacts** tab – enter district contacts for each title program and add the e-mail addresses at the bottom of the page
    - o Funding Tab - **Allocations** Page and **Topic Funding** Page

        The **Topic Funding** page displays topics only for titles which have funds available for budgeting. The "current-status" Topic Funding page must be viewed before you can access the **Budget Detail** pages for the individual title programs.

        Example: You initially decide to run a program in Title IIA, but not in VA. You must initially access the **Topic Funding** page before you can get to any of the Budget Detail pages. Now, part way through your process, you decide to put some of the IIA money into VA in order to get library materials. You must:

        - Make the necessary changes to the Allocations page
        - Make the necessary changes on the Title IIA Budget Detail page
        - View the Topic Funding page to verify that a topic is now checked for Title VA.
        - Make the necessary changes to the Title VA Budget and Program pages.

Tips for Completing E-Grants:

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

Before Submission of Application:

- Assurances, Common and Program – Authorized Representative (AR) must agree to Common Assurances and to Assurance pages for funded programs. The AR must then complete the Assurances summary tab on the far right.
- ESEA/NCLB Consolidated **Private/Nonpublic School Participation** tab <u>must</u> be completed.
    - If your district has participating private/nonpublic schools, enter the required information.
    - If your district has no private/nonpublic participants, open the page, enter a zero for the number of participating private/nonpublic schools, and SAVE THE PAGE.

OPI

CONTACT INFORMATION FOR ESEA TITLES IIA AND VA

Patricia Johnson, Program Specialist – program questions
Telephone: (406) 444-2736
Fax: (406) 444-3924
E-mail: patjohnson@mt.gov

Clare Bridge, Program Assistant
Telephone (406) 444-0906
Fax: (406) 444-3924
E-mail: cbridge@mt.gov

Jurenne Fuchs, Accounting Specialist – fiscal questions
Telephone: (406) 444-2560
Fax: (406) 444-1369
E-mail: jfuchs@mt.gov

Sources of Additional Information

OPI E-Grants Web page: http://www. opi.mt.gov/ITProjects/E-Grants.html

OPI Title II, Part A Web page: http://www.opi.mt.gov/titleiiparta/

OPI Title V, Part A Web page: http://www.opi.mt.gov/titlevparta/

OPI